

Management System: Environment

Subject Area: Environmental Compliance

Procedure: Implementing Categorical Exclusion (CX) Determination

Issue Date and Revision Number:

9/26/16

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1.0 Applicability

This Procedure applies to the EMCBC and/or Service Level Agreement (SLA) Sites staff who prepare, review, and approve National Environmental Policy Act (NEPA) Categorical Exclusion (CX) determinations. This includes the Director of the EMCBC, Heads of Field Organizations, Field Element Managers, Federal Project Directors, project managers, contracting officers, realty officers, NEPA Compliance Officers (NCOs), NEPA Document Managers (NDMs), legal counsel, and Public Affairs/Communications Specialists.

2.0 Required Procedure

Step 1	At their discretion, or upon the request of any EMCBC/SLA organization, the EMCBC NCO and/or SLA NCO will support making either singular or generic CX determinations. Some unambiguous, specifically described, unconditional, recurring activities that fall within the existing CXs listed in Appendices A and B to Subpart D of 10 CFR Part 1021, U.S. Department of Energy (DOE): National Environmental Policy Act (NEPA) Implementing Procedures, (see 10 CFR Part 1021.410(f)), may have CXs applied. The Environmental Checklist (SAP-OTSAM-451B-01-F1, Rev.0) is to be used to facilitate preparation and approval of CX determinations. The majority of CX determinations must be available to the public online per SAP-OTSAM-451B-05, Rev. 0, <i>Conducting Public Participation Under the National Environmental Policy Act (NEPA)</i> .
Step 2	EMCBC/SLA organizations rely on the specific projects or contractors to complete the Environmental Checklists (including acquisitions organizations and real property organizations) and provide the completed checklists to the NCO for review and approval. The organizations do not make CX determinations. The organizations can recommend a CX if they feel it is applicable. If supporting other sites with actions as in the case of real property transactions, all NEPA documentation developed by serviced sites, including

	CX determinations, require the review of the EMCBC NCO. If a generic determination is requested then the NCO will work with the organization requesting the generic determination in completing a generic CX determination. If in practice there is any uncertainty whether the CX applies, SAP-OTSAM-451B-01, Rev. 0, <i>Establishing the Level of NEPA Review and Documentation</i> , should be followed and an Environmental Checklist requested.
Step 3	Any generic CX determinations that are developed are to be reviewed (and revised as appropriate) every five years to ensure continued applicability. This timeframe is consistent with the timeframe for preparation of supplement analyses used to determine whether programmatic or site wide EAs and EISs need to be updated. See 10 CFR 1021.330(d), Programmatic (including Site-Wide) NEPA Documents.
Step 4	The NCO ensures that official records of all CX determinations, including generic CX determinations, are maintained in accordance with SAP-OTSAM-451B-01, Rev. 0, <i>Establishing the Level of NEPA Review and Documentation</i> . The NCO ensures that organizations retain records of actions for which CXs have been applied, if applicable.

3.0 References – Forms/Attachments/Exhibits

3.1 Forms

Environmental Checklist (SAP-OTSAM-451B-01-F1, Rev.0)

4.0 Records Generated

Records generated by the EMCBC through implementation of this procedure are identified as follows and are maintained by the Office of Technical Support & Asset Management in accordance with the EMCBC Organizational File Plan. SLA and Small Sites shall maintain records generated through implementation of this procedure under the same records category code that is the equivalent to the DOE records disposition authority, and are managed in accordance with their respective site file plan.

Records Category Code	Records Title	Responsible Organization	Quality Records Classification (Lifetime, Non-Permanent, or Not Applicable)
ENV 02-F-03C	National Environmental Policy Act and related Laws Documentation, Categorical Exclusion	Office of Technical Support & Asset Management, or applicable SLA or	Not Applicable

	Records	Field Operation Site Office	
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EMCBC RECORD OF REVISION

DOCUMENT TITLE: Implementing Categorical Exclusion Determination

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

Rev. No.	Description of Changes	Revision on Pages	Date
0	Revised Document to align with new Executive Order 13693 requirements	All	09/26/16